Help Promote Fair, Open and Effective Public Administration
Join the Office of The Ombudsman

Established under The Ombudsman Ordinance, Cap. 397 of the Laws of Hong Kong, the Office of The Ombudsman has a vision to ensure that Hong Kong is served by a fair and efficient public administration. We are committed to improving public administration through independent, objective and impartial investigation into complaints of or suspected injustice caused by maladministration.

Applications are now invited for the following position:

Manager (Finance)

Roles and Responsibilities

Reporting to the Chief Manager, the incumbent will be responsible for managing the finance and accounting functions under the Administration and Development Division and performing the following duties:

(a) To formulate financial policies and investment strategies and plans;
(b) To devise and monitor the Office's financial procedures and accounting system;
(c) To prepare annual estimates and budgets;
(d) To prepare statements of accounts and balance sheet;
(e) To keep proper accounts and records; and
(f) To perform other duties as assigned (such as inventory and procurement related matters).

Entry Requirements

(a) Unquestionable integrity, conduct, commitment and self-driven;
(b) A recognised university degree in accounting and finance or equivalent discipline;
(c) A qualified member of the Hong Kong Institute of Certified Public Accountants or equivalent;
(d) At least three years of experience in finance and accounting, preferably gained in the public sector;
(e) Good command of spoken and written Chinese and English; and
(f) Good communication, interpersonal, problem-solving and management skills.

Remuneration and Terms

A competitive remuneration and benefits package, which includes a basic salary of around **HK$64,000** plus **HK$3,900** cash allowance per month at current levels, paid annual leave, general holidays, medical and dental insurance, life and disability insurance and MPF, 5-day work week, etc., will be offered. The successful candidate will be appointed on contract terms generally of three years. Subject to satisfactory performance, a gratuity will be payable on completion of the contract, which, when added to the employer's contribution to a Mandatory Provident Fund scheme, equals 15% of the total basic salary for the contract period. Subject to service needs and staff performance, renewal of contract will be considered.

Application

Please send your application (which should include a cover letter explaining why you are interested in the position, why you consider yourself suitable for it and in what ways you can contribute to the Office of The Ombudsman in both English (not less than 500 words) and Chinese (not less than 300 words), a completed application form and a CV) by email to hr@ombudsman.hk. Application form is available on our website (http://www.ombudsman.hk). The closing date of application is **2 May 2025.** Applicants who do not receive a reply from the Office within three months from the closing date should regard their applications as unsuccessful. For enquiries, please email to hr@ombudsman.hk.

General Notes

All applications will be treated in the ***strictest confidence****. Personal data provided will be used strictly for recruitment and employment-related purposes. Applicants may request access to and correction of personal data collected from them. Such requests should be sent to the Chief Manager at the above email address.*

The Ombudsman is an Equal Opportunities Employer.